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Building Planning Staff

6 September 1956

Chief, Records Management Staff

Review of DD/P Space Requirements for Files for the New
Headquarters Building

1. Our review of file space requirements for DD/P offices, as listed in your memorandum of 9 September 1955, was completed some time ago but the report has been delayed in the hope that agreement could be reached with the requesting offices. I regret that we have not been able to reconcile the non-concurrences as was done in the DD/S and DD/I areas. Our recommendations and the comments of the respective offices are attached for your consideration.

2. The primary point at issue in the non-concurrences is the allowance for aisle space. We have used 4' as a standard for correspondence cabinets in facing rows as compared with the 6' requested. A review of file planning in both industry and government offices indicates the 4' allowance is a maximum and we established it as a liberal standard for this initial planning. Any decision to change this standard would necessitate recomputation of the recommendations for the DD/S and DD/I areas previously submitted.

3. At the request of the Chief, RI/[] was added to the 19 areas listed in your memorandum because an increase from 5,000 sq. ft. to 10,000 sq. ft. was needed. A detail recommendation is included in the attachments. Following is a summary of the actions recommended on the areas reviewed.

25X1

	<u>Areas</u>	<u>Total Space Requested</u>	<u>Total Space Recommended</u>
a. No change	3	2,440	2,440
b. Reduced	6	28,000	17,109
c. Increased	2	1,920	2,470
d. No recommendation	9	-	-
Total	20	32,360	22,019

Net difference - 10,341 sq. ft. or a 32% reduction

5. As you will note, no recommendations were made for 9 areas. The areas and the reasons for making no recommendations are shown below:

		Sq. Ft.	
a. New standards developed and submitted by [redacted]	(1) WE Div. [redacted]	200	25X1
	(2) SE Div. [redacted]	600	
	(3) FI Staff [redacted]	400	25X1
	(4) FI Staff [redacted]	400	
	(5) FI Staff [redacted]	300	
	(6) FI Staff [redacted]	400	
b. An IBM Machine space requirement reviewed by Messrs [redacted]	(7) FI/[redacted]	800	25X1
c. Work areas - not files	(8) RI/[redacted]	200	25X1
	[redacted]		25X1
	(9) RI/[redacted]	200	25X1
	[redacted]		25X1
Total		3500	

[redacted] 25X1

Attachments:

- (1) DD/P CI Staff
- (2) " TS Staff
- (3) RIDiv. [redacted]
- (4) RIDiv. [redacted]
- (5) RIDiv. [redacted]
- (6) RIDiv. [redacted]
- (7) RIDiv. [redacted]
- (8) RIDiv. [redacted]
- (9) RIDiv. [redacted]
- (10) RIDiv. [redacted]
- (11) RIDiv. [redacted]

Distribution:

Orig. and 1 - Addressee

- 1- [redacted]
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Mgt/S/RMS [redacted] :jml(6Sept.56)

[Signature]